



**DEPARTMENT OF THE ARMY
HHC, U.S. ARMY GARRISON – FRANCONIA
UNIT 26622
APO AE 09244**

IMEU-WUZ-HH

25 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #16 – Personnel Actions, Awards, and NCOERs

1. All personnel actions, awards and evaluation reports will be processed through the company PAC prior to being submitted to the USAG – Franconia S1.
2. It is the responsibility of the Soldier to submit his or her personnel actions to include DA 4187s, pay inquiries, leaves and DD 1610s. The PAC will assist in completing and processing all actions.
3. It is the responsibility of the rater to complete the evaluation report to include the senior rater portion. All evaluation reports will be processed through the PAC and the 1SG prior to being submitted to the USAG – Franconia S1. This process will ensure that all evaluation reports are in the correct format and ensure that the report passes the “common sense test”. The PAC will take the report to the USAG – Franconia S1 after this process for submission of report to the command group.
4. It is the responsibility of the recommender to submit any award to the company. The same process will apply as with the evaluation reports.
5. No personnel action, evaluation report or award will be submitted directly to the USAG – Franconia S1. The USAG – Franconia S1 will not type any awards or evaluation reports unless it is for S1 personnel.
6. The company PAC is responsible to turn in and pick up all company personnel actions, awards and evaluation reports to Detachment A, 38th PSB. No other section will submit or pick up any HHC, USAG – Franconia paperwork from the PSB.

DARRELL J. OTTO
CPT, SC
Commanding

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